

**Emergency Services Aide Recruitment,
San Luis Obispo County Office of Emergency Services**

Please note that the working title for this position is of Emergency Services Aide. The formal County Civil Service position title is listed as Administrative Analyst Aide.

County OES is tasked with emergency management, coordination and planning for threats such as earthquakes, hazardous material emergencies, tsunami, dam failures, and other technological and natural hazards that pose potential threats to the citizens and visitors to our county. County OES also coordinates federal and other grant funding related to emergency response and preparedness. We also assist the coordination of the participation of volunteer organizations in County emergency planning programs.

County OES is the lead organization for the off-site emergency preparedness planning program related to Diablo Canyon Power Plant. The Nuclear Power Plant Preparedness Program is a unique and highly developed program that requires extensive commitment of time and effort to develop, improve and maintain the program components for the protection of the public and compliance with extensive federal regulations.

County OES works with many federal, state, local and volunteer agencies to develop and coordinate emergency plans, procedures and programs among the myriad of organizations involved in emergency response. These efforts help ensure that the various emergency plans and procedures throughout the county are consistent with each other and that agencies who may not work together on a day-to-day basis can effectively work together in large emergencies or disasters. We work with a wide range of disciplines including law enforcement, fire protection, public works, planning, schools and colleges, transportation, health, social services, agriculture and ports and harbors.

County OES is part of the County Administrative Office. County OES consists of the Emergency Services Manager, four Emergency Services Coordinators and the Emergency Services Aide. An organizational chart of the County Administrative Office and County OES can be seen in one of the links near the bottom of this page.

Many of the tasks and assignments for this position are shown below. Please note these tasks include hands-on work that occurs both within and outside the office environment. The position performs a number of key support tasks that assist in the maintenance of plans, procedures and resource and contact lists as well as testing and inventorying of equipment. These tasks are essential to maintain emergency readiness as well compliance with regulations. Along with the above, the position will also interface with the public and various emergency management and response agencies. Excellent people skills and the ability to clearly communicate information are essential for this position.

This is a unique and challenging position. You will work alongside emergency managers who are committed to public service and also strive to have a cordial and productive work environment.

On the link titled "Example Tasks", you will find a sampling of many of the job tasks. The pages on this link include other links to various items that may be helpful to further understand the roles of County OES and this position.

Thank you for your interest!